




SMART Podium ID422w

Using the Interactive Pen Display with Word 2007

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 =Shortcut  =Advice  =Caution

Introduction

The SMART Podium interactive pen display is a presentation tool used to connect your computer with a projector. This means you can bring up software applications (such as Word) and create notes by writing directly on the computer screen. You can save your annotations and make them available to your audience; or, just save them to be used at a later time. This document will walk you through using the Interactive Pen Display with Word 2007. For an overview of the SMART Podium itself, please refer to the documentation entitled [SMART Podium ID422w Overview](#).

Process Summary

Introduction

Log into the SMART Podium

Using Word with the SMART Podium

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Log into the SMART Podium

1. Log onto the **SMART Podium** just as you would your office computer.
2. Press any key on the keyboard to wake up the computer. The power indicator light located in the upper right corner of the **SMART Podium** will glow green.
3. Press **CTRL+ALT+DEL** on the keyboard.
4. Click **OK**.
5. Type your **NetID** and **Password**.
6. Click the right over arrow or press ENTER.

Using Word with the SMART Podium

Launch Word

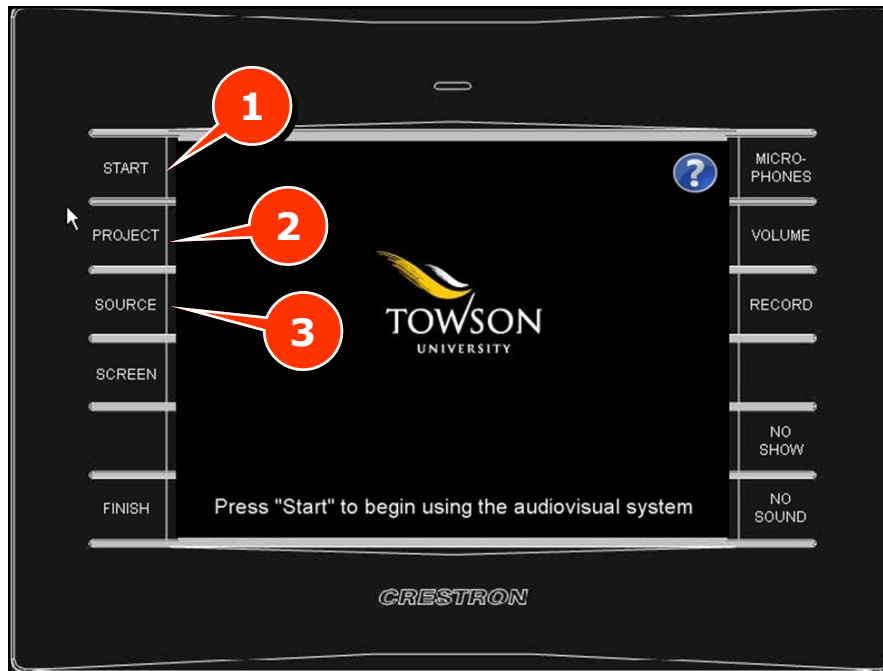
1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Microsoft Office** and click **Microsoft Office Word 2010**.

Open and Display your Document

1. Click the **Office button**.
2. Click **Open**. The **Open** dialog box will appear.
3. Maneuver to the drive and directory where your document is located.
4. Click **OK**.

5. Push the **START** button (Fig 1, 1) on the **Crestron** (panel located beside **SMART Podium** and in the right corner of the instructor's station).
6. Press the **PROJECT** button (Fig 1, 2) on the **Crestron** to turn on the projector. This will take 30-45 seconds to warm up.
7. When the projector turns on, push the **SOURCE** button (Fig 1, 3) on the **Crestron**. A variety of different options will appear on the **Crestron** screen.
8. Touch the **Computer** button on the **Crestron** screen itself under **Left/Single Image**. Your Word document will now be projected on the screen in the front of the room.

Figure 1



Using SMART Notebook with Word

Microsoft Word software is an Ink Aware package. This means that you can integrate Word with the SMART Notebook. When you write or draw on this interactive product, you have the option of saving the annotations as a part of the Word document

1. Remove the tethered pen (stylus) from the cradle at the top and behind the **SMART Podium**.
2. At the top of the **SMART Podium**, click one of the **digital ink colors** by pressing that button (Fig 2, 1). Your mouse will become a pen.

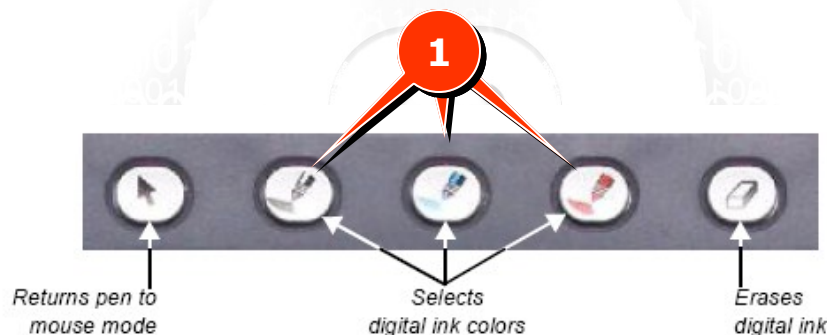
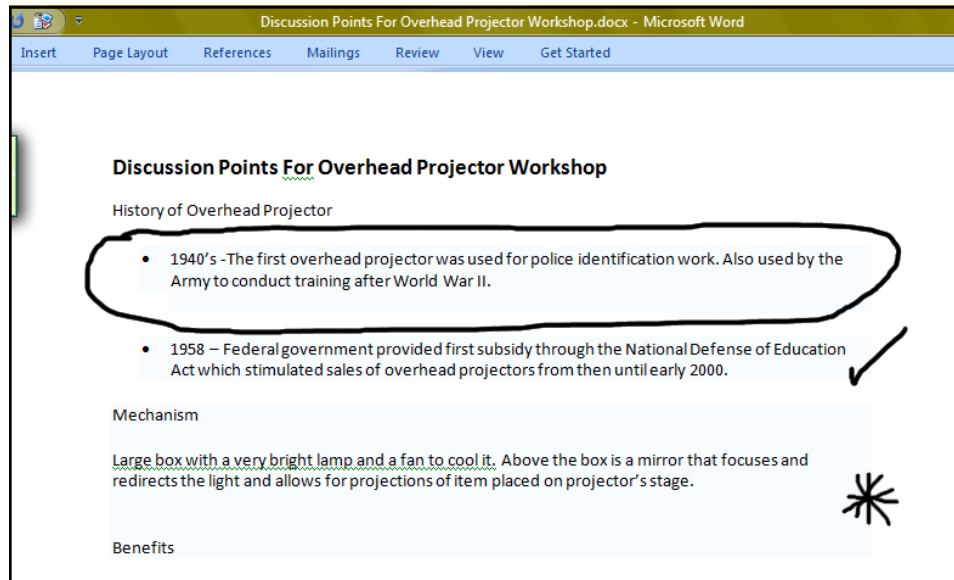


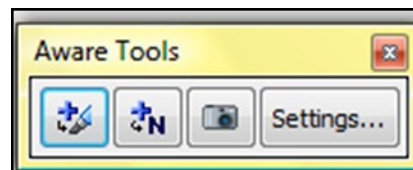
Figure 2

3. Begin to draw on the Word document by dragging the tethered pen (stylus) across the screen (Fig 3). Please note the following:
 - To Erase Annotations: Press the **Erase Digital Ink** button and then begin to drag the tethered pen across the annotation you wish to erase.
 - To Change the Color of the Ink: Press another **Digital Ink** color button.
 - To Change back to a Mouse Pointer: Press the **Arrow** button. By pressing the arrow button, your mouse performs normally and the tethered pen (stylus) performs as a mouse as well.



Figure 3

4. The **Aware Tools** toolbar (Fig 4) will appear in the document window when you press a digital ink color.

NOTE: If the Aware Tools toolbar does not appear, press one of the digital ink color buttons on the **SMART Podium**.

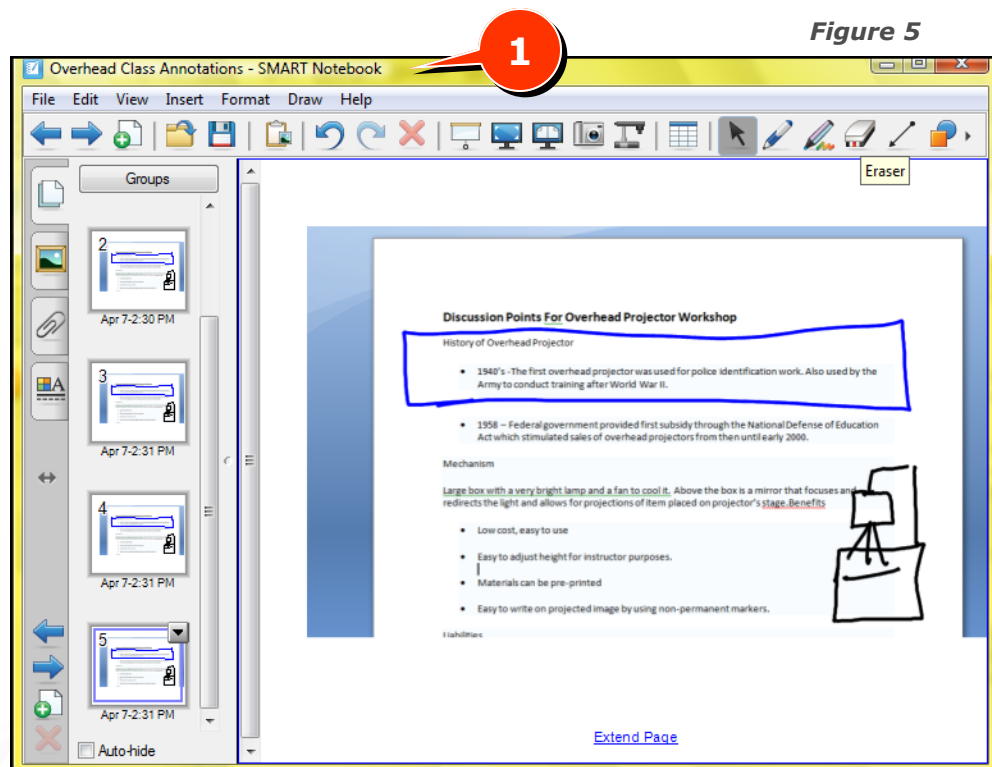
Figure 4

5. After making annotations on the Word document, you may save your annotations in one of three ways as identified below:

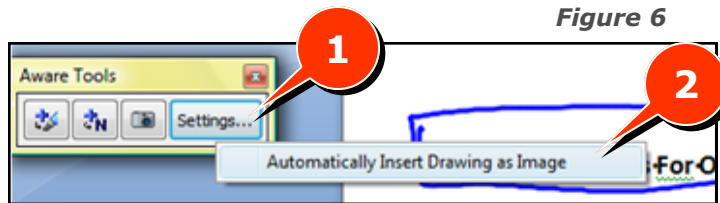
- Press the **Insert as Image** icon  on the Aware toolbar to insert your notes or drawings into the Word document as graphics. You may press this icon after each annotation you want saved or after you have finished making all annotations. Save the document after you have finished making all your annotations.
- Press the **Insert as Text** icon  to convert your writing into typed text and insert it into the Word document. The notes you write with the tethered pen will be inserted where your cursor was last positioned in your document. So, if you wish the saved notes be placed in a specific area of the document, you must click in that area of the document first, then press the button.

NOTE: SMART Notebook converts handwriting in English, French, German, Spanish, Italian, Portuguese and Dutch.

- Press the **Saving Ink notes** icon  to take a screen capture of your notes in the Word document. The screen capture will appear in SMART Notebook and this software will automatically launch. Each time you click on the **Saving Ink notes** icon, it will save a new page in the SMART Notebook (Fig 5, 1). You may then save these annotations as a SMART Notebook file. Do this by clicking on the **File** pull down menu and clicking on **Save As**. Give the document a name and click the **Save** button.

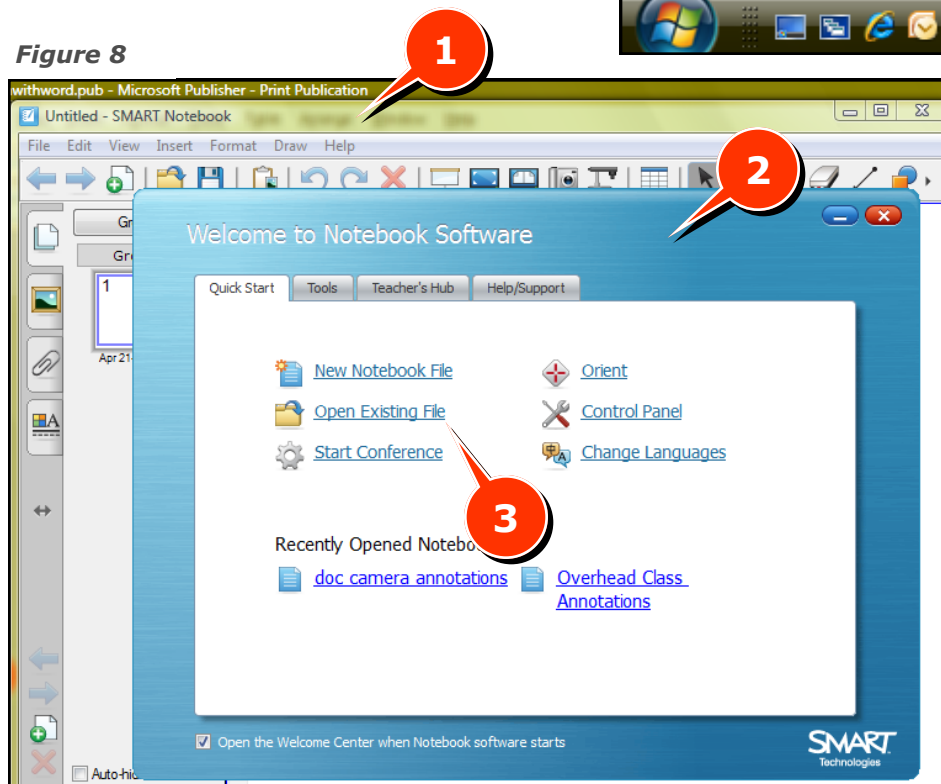
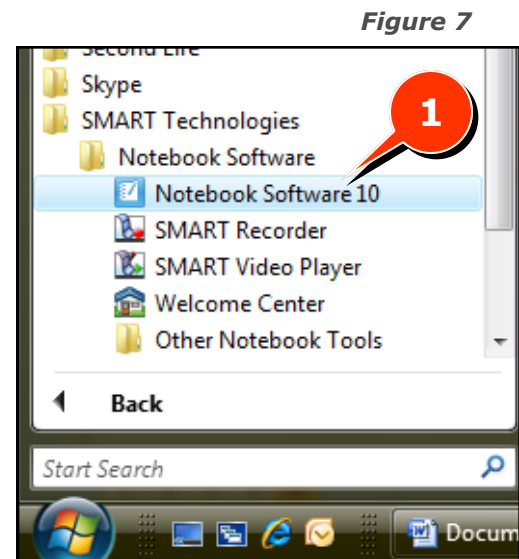


- Press the **Settings** button (Fig 6, 1) if you wish to have all annotations saved to a Word document without have to press the **Insert as Image** icon. After clicking on **Settings**, click **Automatically Insert Drawing as Image** (Fig 6, 2).



Retrieving Notes Saved in SMART Notebook

1. Open the **SMART Notebook** by clicking the **Start** button.
2. Click **All Programs**.
3. Click **SMART Technologies**.
4. Click **Notebook Software**.
5. Click **Notebook Software10** (Fig 7, 1).
6. The **SMART Notebook** (Fig 8, 1) will launch and a **Welcome to Notebook Software** dialog box will launch on top of it (Fig 8, 2).
7. Click **Open Existing File** (Fig 8, 3). The **Open** dialog box will open.
8. Maneuver to the appropriate drive and directory and choose the file you wish to open and click **Open**.



Log off of the SMART Podium and the Crestron

1. Close and save all open documents.
2. Close all open software packages.
3. Double click the **Logoff** icon on the desktop.
4. Place the tethered pen (stylus) back in the cradle behind and at the top of the **SMART Podium**.
5. Press the **FINISH** button on the **Crestron**.
6. Touch **Yes** on the screen.
7. The message **System is powering off** will appear on the **Crestron** screen. Give the system 90 seconds to power off. The computer will remain on.

